

TICKLER FILE

1 MONTH PRIOR TO DEPARTURE

RECOMMENDED TASKS

Individual Who Agrees To
Complete This Task

Check When
Completed

- | | | |
|---|-------|-------|
| 1. Decide what should be included in the accompanying air baggage. Remember that this baggage will contain the only possessions you will have for several days after arrival. Check with the airlines for the maximum allowable baggage weight. | _____ | _____ |
| 2. Decide items to send as your express shipment that will enable you to set up light housekeeping at once. It might be 1-4 months before your surface shipment arrives. | _____ | _____ |
| 3. Reminder—if taking a pet, make an appointment with a veterinarian no more than 10 days before departure for your pet to have required shots. | _____ | _____ |
| 4. Provide your relatives with specific information on how to mail letters and packages to you. Also give them the telephone number for the Red Cross so they can notify you immediately in the event of serious illness or death in the family. This speeds Red Cross verification for authorization of emergency leave. | _____ | _____ |
| 5. Notify schools of your move and arrange to pick up records for the procedures for sending records to the new schools. | _____ | _____ |
| 6. Ensure that your entire family is properly listed on the Defense Eligibility Enrollment Reporting system (DEERS). | _____ | _____ |
| 7. Decide what goes with you, what to sell, what to store and what to give away. Hold a garage sale. | _____ | _____ |
| 8. If vacationing en route, confirm hotel reservations. | _____ | _____ |
| 9. Check expiration date on military identification card; update if necessary. | _____ | _____ |
| 10. _____ | _____ | _____ |
| 11. _____ | _____ | _____ |
| 12. _____ | _____ | _____ |
| 13. _____ | _____ | _____ |
| 14. _____ | _____ | _____ |
| 15. _____ | _____ | _____ |